

**Interview preparation**



Prepare your interview questions - remember these should be related to the internship and what key skills/attributes you are looking for

Confirm who will attend the interview and who will ask what questions

Review the students CV or Summer of Tech profile- note any area of interest

**Introduction**

* Have water on the table if in the office
* Introduce yourself and anyone else attending, explain your role and try to put the student at ease
* Perhaps think of including a short ice breaker activity
* Thank the student for attending and explain what the interview will consist of

Any questions?

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**Background, work history, interest in the internship (10mins)**
What interests you most about our internship and organisation?

Can you tell us a bit about your experience in
(pick out something in their
CV, or something they have studied at uni that you would like to find out more about).

Any questions?

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**Internship overview (5mins)**
Chat through the opportunity, any projects they might be working on, any responsibilities they will have and what success will look like for both you and the student

**Questions (20mins)**Explain to the student you are now going to ask a couple of specific questions based on the key requirements of the internship. It’s recommended you ask your top 3 to 4 questions that you feel will give you a good understanding of the students' suitability.

**Student Questions**Ask the student if they have any questions for you about the role or anything else they might like to chat to you about

**Remember to thank the student for their time and set a realistic expectation of when you will come back to them with feedback and/or next steps in the process**